

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

### REORIENTATION IN SUPERVISORY RESPONSIBILITIES

DD/S ~~Training~~ <sup>Training</sup>  
FILE Training

FROM:

EXTENSION

NO.

DTR 1429

DATE

22 June 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across columns after each comment.)

1.

Director of Training

23 June 64

s/MB

h/w by Mr. Baird: "O/DCL, 35-50 persons, have already heard one or the other of the DDS presentations or will attend those of DDI, DDP or DDS&T."

2.

Deputy Director for Support

25 June 64

s/RHW

3.

DTR

\*\*\*\*\*

4.

h/w by [ ] "Noted Noon Meeting 25 June 64. OK to proceed with planning. Col White would probably respond as you have indicated in paragraph 5, but I think he feels it would not be entirely appropriate for him to play a major role. I would like to suggest that his participation be dropped from your preliminary draft schedules leaving that to be filled in later if the other interested Deputies choose to pursue it."

5.

6.

7.

8.

9.

A-EO-DD/S:RHW:maq

s/RHW"

10. Distribution:

Orig - DTR w/O of DD/S 64-3479 w/att

1 - DD/S Subject w/ccy of DD/S 64-3479 w/att

11.

1 - DD/S Chrono

DD/S 64-3479: Memo dtd 22 June 64 to DD/S via DTR fm [ ], subj:

12.

Reorientation in Supervisory Responsibilities

13.

14.

15.

22 June 1968

MEMORANDUM FOR : Deputy Director for Support  
THROUGH : Director of Training  
SUBJECT : Reorientation in Supervisory  
Responsibilities

1. After consulting representatives of the DDP (Mr. [redacted] the DDI (Messrs. Paul Borel, [redacted] and the DDS&T (Mr. [redacted]), I have prepared the attached programs and schedules for the Reorientation in Supervisory Responsibilities. These suggested programs vary somewhat from one Directorate to another.

2. The consultants named above had each attended at least one of the presentations of this program to the DDS supervisors, and all were enthusiastic about having supervisors of their Directorates attend a similar program. They plan to talk personally with the DDS Office Heads listed to speak and to suggest to them aspects of supervision which they believe will be of particular value to their Directorates. In general, though, they liked the presentations to the DDS and want the talks to remain basically the same.

3. There was unanimous agreement that the programs should be limited to a half day. As to timing, I have listed the dates proposed by the representatives of the three Directorates on the attachments; these dates were set to meet the convenience of the Deputy Directors or for other reasons given.

4. There is no panel discussion listed on the DDP and DDS&T programs. Those consulted in these two Directorates think it preferable that written questions from the audience be

**SUBJECT: Reorientation in Supervisory Responsibilities**

given to Mr. Kirkpatrick, who may or may not, as he sees fit, answer them during the final segment of the program.

5. Questioned as to whether you would wish to take part in any of these programs, I expressed the opinion that you might be open to an invitation from any of the other Deputy Directors to participate. [ ] hoped you would repeat the talk you gave DDS supervisors, or a similar one, for DDS&T supervisors. Those I consulted in the DDI hoped you would at least sit as a member of the panel. (I have included your name on the proposed programs.)

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6. In each of the Directorates, the determination of who should attend is already under way. We expect that five more presentations will suffice: two each for the DDI and the DDP, one for the DDS&T.

7. Planning will continue, but no concrete steps will be taken until I am informed of approval for the programs and schedules.

8. Comments on the 9 June program have been received from the Offices of Communications, Logistics, and Training. When all are in I will report the results to you.

SIGNED

[ ]

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**Attachments:**

1. Program for the DDP
2. Program for the DDI
3. Program for the DDS&T

**REORIENTATION IN SUPERVISORY RESPONSIBILITIES**  
**for DDP Supervisors**

<b>Tentative Program</b>	<b>0900-0920</b>	<b>Director of Central Intelligence (Introduced by Mr. Helms)</b>
	<b>0920-0950</b>	<b>Deputy Director for Plans (Supervision in the DDP)</b>
	<b>0950-1025</b>	<b>Director of Personnel (personnel problems and supervisors' responsibilities)</b>
	<b>1025-1045</b>	<b>Break</b>
	<b>1045-1105</b>	<b>Director of Security (security responsibilities of DDP supervisors)</b>
	<b>1105-1140</b>	<b>Chief, Medical Staff (health responsibilities of supervisors)</b>
	<b>1140-1240</b>	<b>Executive Director-Comptroller (questions, additional remarks)</b>
<b>Tentative Dates</b>	<b>21 and 28 July</b>	

**REORIENTATION IN SUPERVISORY RESPONSIBILITIES**  
**for DDI Supervisors**

<b>Tentative Program</b>	<b>0900-0920</b>	<b>Director of Central Intelligence (Introduced by Mr. Cline)</b>
	<b>0920-1000</b>	<b>Deputy Director for Intelligence (supervision in the DDI)</b>
	<b>1000-1030</b>	<b>Director of Personnel (personnel problems and supervisors' responsibilities)</b>
	<b>1030-1050</b>	<b>Break</b>
	<b>1050-1130</b>	<b>Chief, Medical Staff (health responsibilities of supervisors)</b>
	<b>1130-1230</b>	<b>Panel Discussion:</b> <b>Mr. Kirkpatrick, Chairman</b> <b>Mr. Cline</b> <b>Colonel White</b> <b>Mr. Echols</b> <b>Dr. Tietjen</b> <b>Mr. Borel</b>
<b>Tentative Dates</b>	<b>13 and 20 August</b> <b>(Mr. Cline will be away from Headquarters until about 15 July.)</b>	

**REORIENTATION IN SUPERVISORY RESPONSIBILITIES**  
**for DDS&T Supervisors**

<b>Tentative Program</b>	<b>0900-0920</b>	<b>Director of Central Intelligence (introduced by Dr. Wheelon)</b>
	<b>0920-0950</b>	<b>Deputy Director for Science and Tech- nology (aims of the meeting; philosophy of managing S&amp;T personnel; problems)</b>
	<b>0950-1015</b>	<b>Director of Personnel (personnel problems and supervisors' responsibilities)</b>
	<b>1015-1035</b>	<b>Break</b>
	<b>1035-1050</b>	<b>Director of Security (security responsibilities of DDS&amp;T supervisors)</b>
	<b>1050-1120</b>	<b>Chief, Medical Staff (health responsibilities of supervisors)</b>
	<b>1120-1150</b>	<b>Deputy Director for Support (management of personnel)</b>
	<b>1150-1230</b>	<b>Executive Director-Comptroller (questions, additional remarks)</b>

**Tentative  
Dates**

Early autumn. The delay is suggested by  for the following reasons: The DDS&T will bring into the Agency during the summer considerable numbers of new people who will need this program; DDS&T personnel are involved in a great deal of travel and many have already made firm commitments to attend conferences, etc.

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